

UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF NEW YORK



CM-ECF INTERNET CREDIT CARD PAYMENT

Implementation Date: February 1, 2006

Overview

CM/ECF users are now able to process their own credit card charges to the U.S. Treasury through a secure environment on the internet. Users will no longer have to keep current credit card information on file with the Clerk's office and will have access to Internet Payment History Reports.

IMPORTANT NOTE: *Fees are due the day of filing and must be paid by the close of business on that day.* If incurred credit card charges are not paid in a timely manner, your ECF account will be **automatically locked** and you will be unable to file online **until fees are paid**. Pacer access to view dockets will be unaffected. Directions for paying outstanding fees can be found later in this document under the "Internet Payments Due" section.

Payment Process

At the completion of the filing and after the notice of electronic filing is generated, a pop-up window will appear on your screen so that the associated credit card charge may be paid. Pop-up blocking software may prohibit the ability for you to view the payment screens. Please refer to your software documentation to turn-off or allow the credit card pop-up screen to come through.

Pay.gov provides the option to continue filing and accumulate filing fees for a particular day. The charges may be made at the end of the day and all transactions for that day paid at one time. If you choose to continue filing, the pop-up window will disappear and you can continue filing. You will receive this pop-up window after each fee related transaction and it will include all of

***** **IMPORTANT NOTICE** *****
Do **NOT** use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-07-26 16:14:25	Complaint(05-90025-1) [cmp,cmp] (150.00)	\$ 150.00
2005-07-26 16:16:42	Voluntary Petition (Chapter 7)(05-10251-1) [misc,volp7] (209.00)	\$ 209.00
		Total: \$ 359.00

Pay Now

Continue Filing

your internet payment due. Filing fees must be paid by the end of day. If you do not pay for your internet payment due, the system will automatically lock your account and will prevent you from filing until fees are paid.

If you choose to pay now, the online payment screen will appear.

Step 1 Enter Payment Information

1. The Account Holder Name and Billing Address will default to the user's information. Any information on this screen can be changed.
2. You will need to enter the credit card type, number and expiration date.
3. Click continue with plastic card payment.

Step 2 Authorize Payment

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$359.00

Billing Address: *






Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: *

Card Type: *     

Card Number: * (Card number value should not contain spaces or dashes)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

1. Check the box next to "I authorize a charge to my card account for the above amount in accordance with my card issuer agreement." If you do not check the box you will receive an error message and you will not be able to continue with payment processing.
2. If you would like an e-mail confirmation of the payment, enter your e-mail address in the box provided. You must re-enter the e-mail address for confirmation in the box provided to receive e-mail confirmation of the transaction.
3. Once the necessary entries are made, click the "Submit Payment" button.

IMPORTANT: Do **NOT** double-click the Make Payment button. Double clicking may result in duplicate charges to your credit card. If you receive an error that tells you to contact the court,

Online Payment[Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: SpongeBob SquarePants Billing Address: 1 soap way Billing Address 2: City: State / Province: Zip / Postal Code: 12121 Country: USA	Card Type: Visa Card Number: *****1111 Expiration Date: 12 / 2016	Payment Amount: \$359.00 Transaction Date 07/26/2005 16:22 and Time: EDT

Email Confirmation Receipt
To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.
Email Address:
Confirm Email Address:

Authorization and Disclosure
Required fields are indicated with a red asterisk *
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *
Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

do not re-enter your credit card number. Contact Chris Junjulas at 518-257-1628 for assistance.

Once your card has been authorized, you will be given the option of printing a copy of your transaction. The receipt entry will be automatically posted to the docket sheet for each case(s). The entry will include the filing fee and receipt number.

U.S. Bankruptcy Court
Northern District of New York

Thank you. Your transaction in the amount of \$ 359.00 has been completed.

Please [print a copy of](#) your transaction receipt for future reference. The transaction number is 77224.

Detail description:
Complaint(05-90025-1) [cmp,cmp] (150.00)
Voluntary Petition (Chapter 7)(05-10251-1) [misc,volp7] (209.00)

Payment Information within CM-ECF

The following reports are very useful in balancing your credit card statement. To access this information select “Utilities” from the main menu.

Internet Payment History

This report provides the user with a list of their internet credit card charges. To access this information ...

- ▶ Select “Utilities” from the main menu
- ▶ Select “Internet Payment History”
- ▶ Enter date range
- ▶ Select “Run Report”



The screenshot shows a web form titled "Internet Payment History" with a green header. Below the title, there are two input fields for dates: "From" with the value "8/8/2005" and "to" with the value "9/8/2005". At the bottom of the form, there are two buttons: "Run Report" and "Clear".

Internet Payments Due

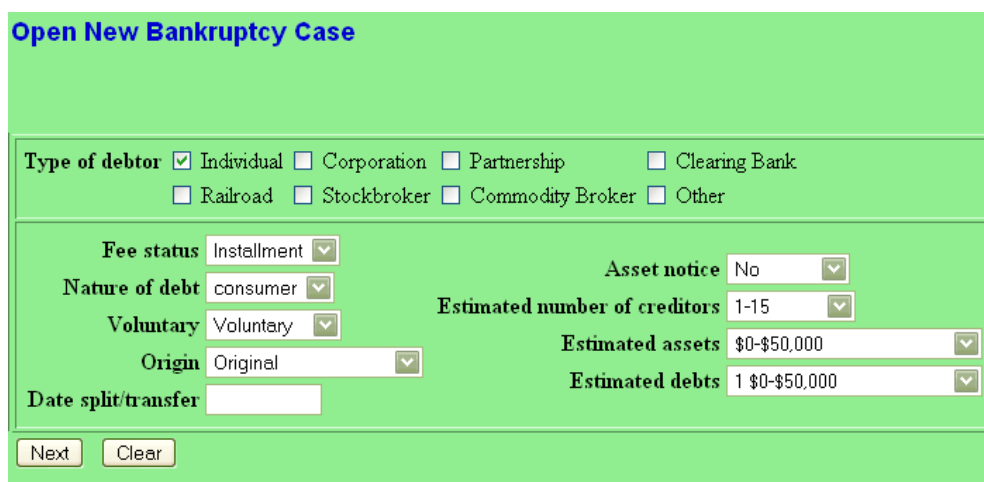
The filer can view and pay accumulated credit card charges using the internet payment due utility. When Internet Payments Due is selected, the Pay.gov pop-up window will appear and allow you to pay now. If your ECF account is automatically locked, this feature allows you to pay the charges and automatically unlock your ECF account.

Note: You may need to refresh or shut down your browser after your account is unlocked.

Special Docketing Notes

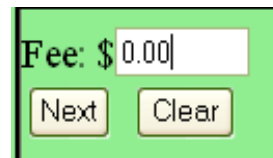
Installments

If you are filing an installment you will need to change the fee status to installment. Otherwise, the system will place the full filing fee on your internet payments due report.



The screenshot shows a web form titled "Open New Bankruptcy Case" with a green header. Below the title, there are several sections of input fields. The first section, "Type of debtor", contains checkboxes for "Individual" (checked), "Corporation", "Partnership", "Clearing Bank", "Railroad", "Stockbroker", "Commodity Broker", and "Other". The second section contains "Fee status" (dropdown menu set to "Installment"), "Nature of debt" (dropdown menu set to "consumer"), "Voluntary" (dropdown menu set to "Voluntary"), "Origin" (dropdown menu set to "Original"), "Asset notice" (dropdown menu set to "No"), "Estimated number of creditors" (dropdown menu set to "1-15"), "Estimated assets" (dropdown menu set to "\$0-\$50,000"), and "Estimated debts" (dropdown menu set to "1 \$0-\$50,000"). At the bottom, there are two buttons: "Next" and "Clear".

By selecting installment, you must file an application to pay filing fees in installments and proposed order. You have the option of making the first installment payment on-line by entering the amount you wish to pay. Otherwise, enter "0.00" in the "Fee: \$" field.

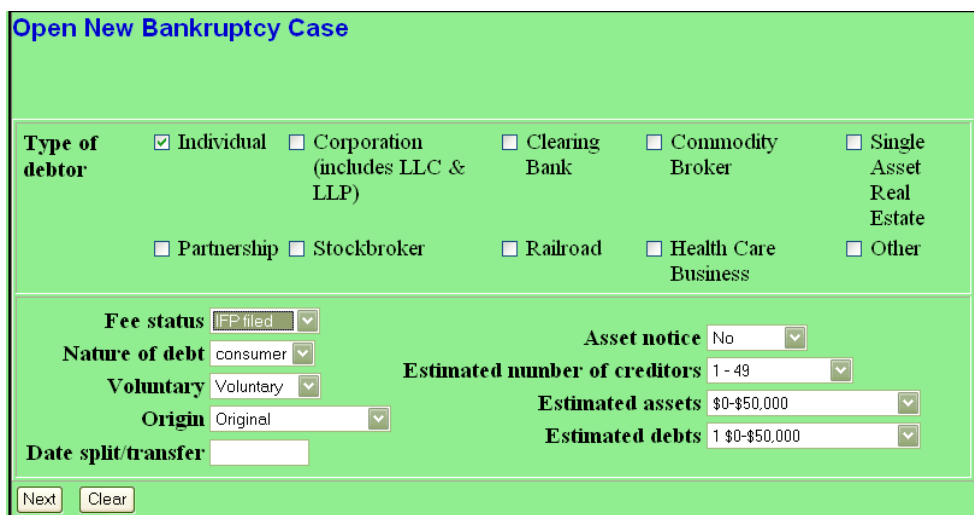


Fee: \$ 0.00

Next Clear

In forma Pauperis

If you are filing a case and would like to apply to have the fee waived, you will need to change the fee status to IFP Filed. Otherwise, the system will place the full filing fee on your internet payments due report. By selecting IFP Filed, you must file an application for waiver of the chapter 7 filing fee and proposed order.



Open New Bankruptcy Case

Type of debtor

☒ Individual ☐ Corporation (includes LLC & LLP) ☐ Clearing Bank ☐ Commodity Broker ☐ Single Asset Real Estate ☐ Partnership ☐ Stockbroker ☐ Railroad ☐ Health Care Business ☐ Other

Fee status IFP filed **Asset notice** No

Nature of debt consumer **Estimated number of creditors** 1 - 49

Voluntary Voluntary **Estimated assets** \$0-\$50,000

Origin Original **Estimated debts** 1 \$0-\$50,000

Date split/transfer

Next Clear

Filing Amended Matrix and Schedules (D, E & F)

Select the event Amended Schedules D-F and-or Amended Matrix(fee). By choosing this event, a single \$26.00 fee will be charged. If docketed separately a \$26.00 fee will be charged for each pleading.

Adversary

Under certain circumstances, an adversary filing fee may be waived or deferred. When filing a complaint, you will be asked a series of questions. If the answer is yes to any of these questions, the fee will be waived or deferred and you will not be prompted to pay.

Trustees

Trustees are exempt from paying by credit card. Therefore, all adversaries filed by the trustee will be deferred. If the trustee does not file an affidavit stating that there are insufficient funds in the estate to pay the filing fee, the court will generate a bill for the trustee to pay within 10 days.

Open AP Case

Is (1) the Plaintiff the Debtor;
(2) the Filer an Exempt Federal Agency; or
(3) the Filer a Child Support Creditor or its Representative?

- ☐ Yes
☐ No

Fee waived questions.

Fee Due

If you file papers that require a fee and no fee is charged due to the wrong entry being used, the Clerk's office will enter a fee due docket entry. This entry will place the required fee on your internet payments due report.

Refunds

If you believe that you have been erroneously charged a filing fee, you will need to apply to the Court for a refund by filing an exparte application or motion. In the application or motion the filer should provide a proper caption, reason for the refund, and the amount to be refunded. The Court will grant or deny the application or motion by order. All refunds will be credited directly to the card charged.

Software Notes

Pop-up Blocking Software

Pop-up blocking software may prohibit your ability to view the payment screens. Please refer to your software documentation to turn-off the pop-up blocker and allow the Pay.gov screen to be viewed.

Case Upload

The "Pay Now" or "Continue Filing" screen may or may not be presented to you depending on your case upload software. If the screen is not presented, you will need to pay the filing fee through the Utilities Menu in CM/ECF. See the directions for "Internet Payments Due."

Questions

If you have questions regarding information in this document, you may contact Chris Junjulas at 518-257-1628.

Open AP Case

Is the Plaintiff the Case Trustee or the Debtor-In-Possession ?

- ☐ Yes
☐ No

Fee deferred questions.